

Apprentice Travel Claim

Name:

Address:

Postcode:

Employers Name:

Address:

Postcode:

Accommodation Provider Name: (if applicable)

Address:

Postcode:

College Travel

Amount per day: £

Type of Transport:

Or

Number of Miles:

Weekly Pass: £

(Whichever is cheaper)

From Week commencing Monday:

Or

Amount per Journey: £

(For NCC Apprentices only)

(N.B. You only need to submit this travel claim once each year for attendance at college, unless your travel costs change in which case you will need a new form.)

I confirm that the above details are correct and that my travel is by the most economical and convenient means.

Apprentice Signature:

Date:

Please return this form to:

Approved by Customer Coordinator:

Date:

• CITB will continue to deduct the first £10.00 of travel reimbursed to the employer, however, the employer must pay to the apprentice the full amount of travel costs incurred by him or her when attending college. Travel costs to and from your place of work will not be paid by CITB. Return this form to your Apprenticeship Officer as soon as possible. **Please note – travel expenses not claimed within 3 months will not be backdated.**

• If you are staying in accommodation to attend college training, CITB will pay the full cost of all weekend travel. CITB will also meet the cost of your accommodation.

How to claim

- Complete this travel claim form with the full cost of the travel, ensure that you sign and date the form.
- Your claim cannot be processed without tickets where applicable (your AO will advise); you must attach your tickets to the form.
- If claiming mileage please state the type of transport e.g. car, motorbike, moped (including engine CC).
- Your employer will be paid your travelling expenses which should be passed onto you via your normal pay system. Arrange with your employer to receive your expenses with your wages. This decision is up to your employer.
- CITB will only pay for the cheapest possible choice of ticket, which is most appropriate for your journey.
- Private transport will only be authorised when public transport is not available or private transport is cheaper.